The City of San Diego is accepting resumes for the unclassified position of

# PRINCIPAL INFORMATION TECHNOLOGY AUDITOR

**Salary Range:** Open within an established range of $80,000 to $115,000, dependent on qualifications and experience.

**Recruitment:** Open to all Qualified Candidates.

**Filing Deadline:** **Open until filled.**  Candidates are encouraged to apply promptly as interviews and selection may begin upon receipt of resumes from qualified individuals.  This process may be used to fill future unclassified positions within this Department.

## The City:

With more than 1.2 million people, the City of San Diego is the eighth largest city in the United States and the second largest in California.  The City of San Diego's strong economy, diverse population, great educational institutions, unsurpassed quality of life and world-renowned location makes it the ideal place to work, live and play.  With its great weather, miles of sandy beaches and major attractions, San Diego is affectionately known worldwide as "America's Finest City."

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2009 operating budget of approximately $3.3 billion and employs over 10,000 highly dedicated employees.  Additional information about the City of San Diego can be obtained on the City's website: www.sandiego.gov.

## The Department:

The Office of the City Auditor is a newly created office charged with providing audit services to promote accountability to the public and to improve the economy, efficiency and effectiveness of our City government.  The Office of the City Auditor is an independent office that reports to the City Council's Audit Committee.  Through performance audits, financial-related audits and special investigations, the Office of the City Auditor provides essential information to assist the City Council and the Mayor in its decision-making process.  The Office of the City Auditor also provides valuable information to City management and the general public.  Our mission is to advance open and accountable government through accurate, independent, and objective audits that seek to improve the economy, efficiency, and effectiveness of City government.

## The Position:

Under the general direction of the City Auditor the Principal IT Auditor will perform challenging and innovative work to improve the economy, efficiency, and effectiveness of City government services and programs. This position will be responsible for planning and conducting IT audits of financial and operational business systems and applications. Additionally, this position will evaluate the adequacy and effectiveness of internal controls over IT systems and applications to assess the extent to which:

- Financial and operational systems can be relied upon to produce accurate and reliable information;
- IT business processes and practices are in compliance with City of San Diego policies/procedures, laws, regulations or contracts;
- Financial, property and information assets are properly secured and safeguarded (including controls and security over IT systems and facilities);
- IT resources are employed effectively and efficiently;
- IT operations and programs are carried out as planned, and results are consistent with City of San Diego's goals and objectives; and
- Significant IT risks are appropriately identified and managed.

Key responsibilities for this position will include but not limited to:

- Perform risk assessments of City of San Diego IT systems, applications, networks, and associated operational areas to assist in establishing scope and developing audit plan and testing criteria;
- Verify the functioning of complex computer systems by performing testing of transactions to ensure application controls are adequately designed and operating properly;
- Conduct general computer control reviews to examine the adequacy of controls within the information systems environment, including but not limited to change control, back-up and recovery, etc.;
- Evaluate the operating effectiveness of system related financial reporting and disclosure controls;
- Perform business system and application security audits;
- Perform operational and compliance reviews of IT policies, standards, and procedures;
- Recommend corrective actions to improve controls and enhance operations;
- Provide recommendations on internal controls for new or existing systems and business applications;
- Write reports to the San Diego City Council identifying audit findings and recommendations; and
- Maintain a professional rapport with management and work to ensure recommendations are implemented.

## Qualifications:

The ideal candidate will possess the following qualifications:

- Ability to collect, compile, analyze, interpret and present data and draft audit findings;
- Excellent written and verbal communication skills;
- Ability to analyze technical workflow and business processes and develop appropriate solutions;
- Ability to organize and prioritize multiple assignments, using initiative to accomplish results;

- Ability to balance competing priorities with both internally and externally imposed deadlines;
- Ability to develop and manage risk based audit programs focused on critical IT risk and control consideration;
- Ability to complete assignments with accuracy and in a timely manner;
- Demonstrate a well-developed understanding of government/accounting/finance/ economic processes and apply understanding of such to assigned projects;
- Strong business and political acumen to work effectively with the public, external agencies, businesses and elected officials;
- Strong leadership and analytical skills, with the ability to identify and assess risk and exposures across a wide variety of business and technical environments; and
- Commitment to public service, fiscal responsibility and innovation in government.

Minimum qualifications include any combination of training and experience equivalent to completion of advanced undergraduate coursework in accounting, business or public administration or related field from an accredited college or university with at least eighteen semester units of information technology, accounting, finance, economics, or policy analysis; **and** four to seven years experience in IT Auditing or a related field. An advanced degree may be substituted for the required years of professional experience. Professional certification (CISA) **and** experience with ACL, MS Access, client/server security; controls issues (Oracle, UNIX, Windows environments); IT audit/controls experience in ERP (SAP) systems and supporting database/operating system environments (Oracle, HP-UX) is highly desirable.

## Management Benefits:
The successful candidate will be eligible for participation in the City's Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; $50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1st through the 15th year of service; defined benefit City retirement with CalPERS reciprocity for those with eligible service; and, optional deferred compensation (457) and 401(k) programs. All employees must join the City's Supplemental Pension Savings Plan (in lieu of Social Security participation) with a mandatory contribution of 3.00% of salary and up to 3.05% voluntary contribution. The City will match salary contributions up to 6.05%, which vest at 20% per year of participation. Benefits currently offered to employees may be subjected to future modifications.

## Selection Process:
To be considered for this position, please submit two copies of your current resume including your current salary, a letter of interest highlighting your relevant work experience and a list of three work related references to: The City of San Diego, Personnel Department, Employment Information Center, 1200 Third Avenue, Suite 101A, Mail Station 51P, San Diego, CA 92101, in an envelope marked ***CONFIDENTIAL: Unclassified Recruitment – Principal Information Technology Auditor*** or email materials to PersUnclassified@sandiego.gov. **EOE/ADA.**

Hadi Dehghani
**Personnel Director**